

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
ACCOUNTS PAYABLE SPECIALIST

- 1. JOB TITLE:** ACCOUNTS PAYABLE SPECIALIST
- 2. DEFINITION:** This is a skilled position performing administrative, clerical and related work in managing funds and records related to purchasing, payroll, and other budgetary issues. The employee will be directly responsible to the Accountant. All employees are responsible to the Director and the City Manager. This employee is primarily responsible for assisting the Accountant in handling requisitions, purchase orders, transfers of funds and record keeping for the Murfreesboro Water and Sewer Department. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post accident, return to duty and follow-up drug and alcohol testing.
- 3. EQUIPMENT / JOB LOCATION:**
 - a. This position requires the use of various communication devices, personal computers, other standard office equipment, and vehicles.
 - b. The job location is the Administrative offices of the Water and Sewer Department. Call City facilities and vehicles are smoke-free.
- 4. ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Prepares and reviews documents of original entry into the accounting cycle.
 - b. Codes each payment to proper account(s) in general ledger.
 - c. Prepares vouchers for payment by matching invoices with purchase orders and /or proper voucher authorization.
 - d. Enters disbursement information on mainframe computer.
 - e. Prepares computer generated or handwritten checks as required.
 - f. Coordinates payment of invoices/statements and vendor usage with all water and sewer departments.
 - g. Updates and maintains vendor listings on mainframe computer.
 - h. Prepares purchase orders generated on network computer system and distributes to the appropriate department or individual.
 - i. Assists in gathering information for budget preparation by reviewing general ledger accounts for accuracy and preparing computer spreadsheets.
 - j. Provides accurate data for external audits using personal computer skills and generally accepted accounting principles and procedures.
 - k. Performs job responsibilities independently and in a timely manner in order to meet scheduled deadlines.
 - l. Answers telephone inquiries from various vendors regarding the status of their accounts, and directs callers to other departments that would have relevant information.
 - m. Sits, stands, stoops, and walks intermittently.

- n. Supervises clerical employees engaged in accounting functions.
- o. In absence of Accountant, makes banks deposits and handles disbursements from reserves.
- q. Prepares payroll in the absence of the Human Resources Administrative Assistant.
- r. Notarizes official correspondence for the Department.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- a. Associate Degree from an accredited college or university required; major course work in accounting preferred.
- b. Two (2) years prior experience working with accounting responsibilities in a business or governmental environment preferred.
- c. Be at least 21 years of age.
- d. Must have legal authorization to work in the United States of America.
- e. Possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- f. Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any federal or state laws or City ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- g. Must have the ability to be bonded.
- h. Have a good reputation for and ability to maintain confidentiality.
- i. Ability to perform the duties of the position for the entire work day..
- j. Must possess knowledge of computers and be experienced with Microsoft Excel, Microsoft Word, Microsoft Access and Windows NT.
- k. Ability to report to work on time and perform job responsibilities independently and in a timely manner in order to meet scheduled deadlines, and to perform occasional overtime.
- l. Must be able to perform duties of job in comparable time to other employees.
- m. Must be able to communicate effectively, orally and in writing.
- n. Possesses good human relations skills with the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- o. Possesses the temperament and good judgment to effectively deal with vendors, some of whom may be irate and unreasonable.
- p. Ability to accomplish tasks despite interruptions.
- q. Ability to perform a variety of tasks simultaneously or in rapid succession.

Exempt
Non-Safety Sensitive
August 15, 2005